

*CAL ARNGR 210-11

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
2829 Watt Avenue
P.O. Box 214405
Sacramento, California 95821-0405

CAL ARNG Regulation
No. 210-11

29 July 1992

Installations
ARMORY DISCRETIONARY IMPROVEMENT FUND

1. **PURPOSE.** This regulation establishes the Armory Discretionary Improvement Fund. It provides guidelines for the expenditure of armory license fees that exceed the expenses incurred by licensed activities. These funds will be used for the maintenance, repairs, and operating expenses necessary or desirable for increased or improved community utilization of the facilities of the armory from which the revenues were derived.

2. **AUTHORITY.** a. Pursuant to Section 431, Military and Veterans Code. The Adjutant General, State Military Forces, is authorized to allocate funds received from rental or leased use of armories for improvements of those facilities from which the revenue was derived.

b. The senior Army National Guard Commander assigned to each armory is considered the Armory Commander and is authorized to prepare license agreements for use of the Armory in accordance with CAL ARNGR 210-2, "Licensing of State Military Facilities".

3. **ALLOCATION OF REVENUE.** Fees received from armory licenses will be used first to pay expenses incurred incident to the licensed activity. Remaining funds from these activities will be accounted for at this Headquarters by the Accounting Branch (CAST-SA) and held in an account for each armory from which the funds were derived.

a. Armory Commanders will be furnished a quarterly statement of the status of licensed activities for their armory. This statement will indicate the distribution of funds for expenses incident to license activity and a cumulative balance available to the Armory Commander for improvements projects.

b. Once funds become available for use at an armory, they may be carried over from fiscal year to fiscal year until enough is accumulated to accomplish the highest priority project as determined by the armory commander and approved by this Headquarters.

c. The accrual of funds in excess of \$1,000 for any armory is not encouraged. Approval must be obtained from this headquarters for accrual of funds in excess of \$1,000 based on prior approval of a specific item or project that will exceed a cost of \$1,000.

4. **ARMORY IMPROVEMENTS.** Armory Commanders may draw on funds in their armory account to provide improvements generally defined under PURPOSE. The following purchases/types of projects are considered appropriate for ADIF funding (the list is not meant to be all inclusive; other projects/purchases may be considered, however, final approval is reserved for this Headquarters):

*This regulation supersedes CAL ARNGR 210-11 dated 13 September 1988.

Projects

Landscaping
Sprinkler System
Unit Sign
Intercom System
Sound System
Room Dividers
Trophy Case
Improved Lighting
Acoustical Insulation

Procurement

Folding Tables
Folding Chairs
Microwave Oven
Lawn Mower
Weed Wacker
Lawn Edger
Television Set

5. **PLAN FOR EXPENDITURE.** a. Each Armory Commander will have a "Plan for Expenditure" to be accomplished using the Armory Discretionary Fund. A copy of this plan and changes to the plan will be forwarded through the Area Coordinator to CAFE-AM in the format shown in Appendix A. Changes to the Plan for Expenditure may be made at any time.

b. Assistance in preparing the "Plan for Expenditure" will be requested through the Area Coordinator.

c. Requests for projects to be accomplished (when sufficient funds are available) will be submitted by the Area Coordinator to this Headquarters for approval and procurement. Projects requested must be in accordance with the armory commander's current "Plan for Expenditure". The procurement of the item or the contract for the project will be accomplished by the Procurement and Claims Branch (CAST-PC) after Armory Management Branch (CAFE-AM) validates the project and verifies that funds are available.

d. Armory Commanders will adhere to the provisions of Appendix B, "Procurement Instruction; Armory Improvement Fund".

e. Improvements accomplished using Armory Discretionary Improvement Funds remain the property of the State of California and will be identified as such.

6. **PURCHASE REQUESTS.** a. The following are the procedures to be followed depending on the type of procurement; if the Purchase Request procedure to follow is not clear, consult your Area Coordinator.

(1) For any State of California non contract item: Obtain three bids. It is important to understand that the three bids must be precisely for the same item(s). If the specific item desired is manufactured only by one firm, obtain three bids from three different vendors for that item. If a particular item can be procured only from one vendor in an area, a written statement (on unit letterhead) must accompany the purchase request. As an aid to expediting quotations, use OTAG Form 37-3-5 which can be provided by the Area Coordinator or Maintenance Mechanic.

(2) For State of California Contract items, submit a list in letter form for the items desired.

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b. As a practical matter, procuring State of California Contract items is the simplest procedure. This fact should be considered if time constraints are a factor.

c. Future planning should be your guide when contemplating the procurement of ADIF items. The Area Coordinator and Maintenance Mechanic are available for consultation.

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APPENDIX A

UNIT LETTERHEAD

Date _____

SUBJECT: Plan for Expenditure,
Armory Discretionary Improvement Fund (ADIF)

TO: Area Coordinator, Area _____

The following items of equipment or types of work are proposed in priority order, for
the _____ Armory.

Priority

Type of Work or Item

Estimate Cost

Armory Commander

APPENDIX B

INSTRUCTIONS FOR COMPLETION
OTAG Form 37-3-5

1. REFERENCE #: (Leave Blank)
2. DATE QUOTE RECEIVED: (Place actual date of quotation)
3. DATE QUOTE EXPIRES: (Ascertain period that quotation is valid and place final date here)
4. VENDOR NAME & ADDRESS: (Self-explanatory, include ZIP code)
5. PERSON QUOTING: (Self-explanatory)
6. VENDOR #: (Leave Blank)
7. PHONE #: (Self-explanatory; include Area Code)
8. TERMS: (Request prompt payment terms from vendor to include discounts, if any and place here)
9. F.O.B.: (Specify delivery destination or vendor warehouse location)
10. FREIGHT CHARGES: (Ask vendor to estimate shipping costs and place here)
11. DELIVERY COMMITMENT: (Desired delivery date)
12. SMALL BUSINESS/MINORITY CODE:
 Small Business = Less than 25 employees and
 Less than \$1 million gross annual business

Minority Codes:

MALE

A = American Indian
B = Asian
C = Black
D = Filipino
E = Hispanic
F = White

FEMALE

W = Women-Owned Business

In the event that a business is minority and woman-owned, it can only be coded as a "male" minority. Therefore, the code "W" is only for caucasian women-owned businesses.

13. PERSON RECEIVING QUOTE: (Actual name of individual receiving quotation not whom representing)
14. ITEM: (Self-explanatory, include complete description, use continuation page if necessary)
15. REMAINING CATEGORIES: (Self-explanatory)
16. DRUG FREE WORKPLACE CERTIFICATION: Attach completed Std Form 21 (Appendix C)

APPENDIX C

DRUG-FREE WORKPLACE CERTIFICATION

DRUG-FREE WORKPLACE CERTIFICATION
STD 21

COMPANY/ORGANIZATION NAME

ADDRESS

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace,
 - (b) The person's or organization's policy of maintaining a drug-free workplace,
 - (c) Any available counseling, rehabilitation and employee assistance programs, and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:
 - (a) Will receive a copy of the company's drug-free policy statement, and
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
4. From and after the "date Executed" and until _____ (NOT TO EXCEED 36 MONTHS), and at the election of the contractor or grantee, the state will regard this certificate as valid for all contracts or grant entered into between the contractor or grantee and this state agency without the necessity of requiring the contractor or grantee to provide a new and individual certificate for each such contract or grant. If the contractor or grantee elects, as provided above, by filling in the blank date, then the terms and conditions of this certificate shall have the same force, meaning, effect and enforceability as if a certificate were separately, specifically, and individually provided for each contract or grant between the contractor or grantee and this state agency.

CERTIFICATION
I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in county below, is made under penalty of perjury under the laws of the State of California.
OFFICIAL'S NAME:
DATE EXECUTED:
EXECUTED IN THE COUNTY OF:
CONTRACTOR OR GRANT RECIPIENT SIGNATURE:
TITLE:
FEDERAL I.D. NUMBER:

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(CAFE-AM)

BY ORDER OF THE GOVERNOR:

OFFICIAL:

ROBERT C. THRASHER
Major General
The Adjutant General

THOMAS D. LEWIS
LTJG, USN
Director of Information Management

DISTRIBUTION:

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